

RELOCATING



Table of Contents

Introduction

How CDC Will Help	1
How This Guide is Organized	2

Before You Move

Step 1: Complete Seven Relocation Forms	4
Step 2: Make Real Estate Decisions	5
Relocation Services	5
Reimbursement for Selling and/or Buying a Home	6
Breaking a Lease	8
Searching for a New Home: House-hunting Trips	9
Step 3: Moving your Belongings	9
Step 4: More Forms	10

During Your Move

Step 5: Planning Your Trip and <i>En Route</i> Expenses	11
Mileage	11
Per Diem for Meals and Lodging on the Road	12
Step 6: Arranging Temporary Quarters	14
When Temporary Quarters Eligibility Starts and Ends	14
What Counts as Temporary Quarters	14
Reimbursement Rates and Procedures	15
Miscellaneous Expenses Allowance	16

After Your Move

Step 7: Submit Expense Forms for Reimbursement	17
<i>En route</i> Travel Expenses	17
Miscellaneous Expenses Allowance	17
Real Estate Selling and Purchasing Expenses	17
Temporary Quarters Expenses	17
Household Goods Carrier Evaluation Form	18
Relocation Income Tax Allowance (RITA) Forms	18

Checklists

Relocation checklist for CDC employees being transferred to a new post	19
Relocation checklist for new CDC employees	20
Relocation checklist for CDC employees attending long-term training	21

Appendices

Appendix A: International Transfers	
Appendix B: Forms and Samples	
Appendix C: Federal Regulations	

A Note About Using This Guide

This guide reflects current policies and regulations that govern the relocation of Civil Service employees. Since the General Services Administration (GSA) is now updating and revising these policies and regulations, some of the information in this document may change in the near future. Please check with your CDC Travel Contact to make sure that you have the most updated information and forms.

Prepared for
the Centers for Disease Control and Prevention (CDC)

by
Management Assistance Corporation (MAC)

Introduction

Moving to a new place usually involves a combination of excitement and stress. In this guide, we have assembled information about the relocation process that we hope will be useful to you as you plan your move. We have included information on the financial and other support to which you are entitled as a CDC Civil Service employee, along with some reminders about the paperwork that we will need in order to reimburse you for your travel and moving expenses.

Whether you are relocating because you are a new CDC Civil Service employee or a current employee being transferred to a new job or to long-term training, we hope the information in this guide will help make the moving part of your new assignment as smooth and hassle-free as possible.

How CDC Will Help

Several factors will affect the types of support to which you are entitled. The most of important of these is your status as an employee. Others include whether you are being transferred to a new duty station for work or for training, and whether you are moving within the United States or overseas.

New Employees

If you are a **new CDC Civil Service employee**, CDC generally will cover:

- the packing and shipping of your household goods (up to 18,000 pounds) from your old home to your new home
- storage of your household goods for up to 90 days (if you haven't identified a place to live before you arrive), and
- some of the expenses of traveling from your old home to your new home (*en route* travel expenses).

Current Employees

If you are a **current Civil Service employee being transferred within the United States**, CDC generally will cover:

- the packing and shipping of your household goods from your current home to your new home
- storage of your household goods for up to 90 days (if you haven't identified a place to live before you arrive)
- *en route* expenses of traveling from your old official station to your new official station for yourself and your family
- a miscellaneous expenses allowance to cover utility deposits and other costs incurred by moving
- relocation services and assistance with selling your current home and buying a new one, and
- temporary quarters at your old duty station (if you have moved out of your home) and/or your new duty station (before your new home becomes available).

If you are a current CDC employee who is relocating to attend **long-term training**, you are entitled to the first four types of assistance listed above: packing and shipping of your household goods, storage of your household goods for up to 90 days, *en route* travel expenses (for yourself only), and a miscellaneous expenses allowance.

If you are a **current Civil Service employee who is relocating overseas**, please see Appendix A for more detailed information.

Throughout this guide, we have tried to note which types of reimbursement apply to current CDC employees being transferred to a new post, current CDC employees moving to attend long-term training, and new CDC employees. (See chart at right.)

If you have any questions about which types of assistance and reimbursement apply to your particular situation, please notify a Travel Contact at CDC for help.

How This Guide is Organized

This guide is organized into three categories that will match the timing of your move: **before** you move, **during** your move, and **after** your move. Each section includes step-by-step descriptions of what to expect from CDC and what your responsibilities are (such as contacting movers, making travel arrangements, and completing forms).

The last page of this guide includes a checklist of all the steps and forms to help you organize your move.

Appendix B includes copies of all the forms referred to in this guide, and Appendix C contains excerpts of relevant federal regulations.

Please take a few minutes to review these materials and contact us if you have any questions or concerns.

Entitlement:	New CDC Employee	Current Civil Service Employee -- Transfer	Current CDC Employee -- Long-term Training
Packing and shipping of household goods	x	x	x
Storage of household goods (up to 90 days)	x	x	x
En route travel expenses (mileage and per diem) for CDC employee	x	x	x
En route travel expenses (mileage and per diem) for family		x	
Relocation services and home buying/selling assistance		x	
Temporary quarters at old and/or new duty station		x	
House-hunting trip for CDC employee and/or spouse		x	
Miscellaneous expenses allowance for CDC employee		x	x
Miscellaneous expenses allowance for employee and family		x	

Your CDC Travel Contact:



Name:
Phone:
e-mail:

Mail completed forms to:



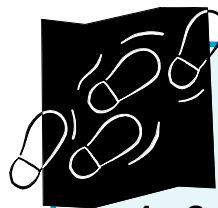
Before You Move

Before you move, you will be asked to complete some forms and return them to us (**Step 1**). Once we receive the completed forms, we will contact a mover for you and generate an official travel order.

Once the first set of forms has been completed, you can begin the process of making real estate decisions about your current home or apartment, as well as where you will live when you move. If you are a current CDC employee, you are entitled to assistance with selling your old home and buying a new one (**Step 2**). (Please note that the relocation assistance described in Step 2 is not available if you are a new employee, or if you are a current employee being transferred to attend long-term training.)

When you have made some decisions about when and where you will be moving, it will be time to arrange for your belongings to be packed and moved (**Step 3**). Then, we will send you a second package of forms that you will need during and after your move (**Step 4**).

Once you are ready to move, you will have to plan your trip and *en route* expenses (**Step 5**). If you are a current employee and are being transferred, you are also entitled to temporary quarters, if needed (**Step 6**). (Please note that temporary quarters are available only to current employees who are transferred, not to new employees or current employees attending long-term training.)



Moving Steps Covered in this Guide

1. **Completing an initial set of forms.**
2. **Selling your old home and buying a new one, and/or using a relocation service (for current CDC employees being transferred).**
3. **Having a moving company pack and ship your belongings.**
4. **Receiving a second set of forms.**
5. **Planning your trip.**
6. **Arranging temporary quarters (if you are a current employee being transferred).**
7. **Complete forms for reimbursement.**

After your move, you will be asked to submit a variety of forms in order to be reimbursed for your moving expenses (**Step 7**). The specific forms will depend on which types of assistance you are entitled to and which ones you choose to claim, but may include vouchers and *en route* travel expenses, real estate selling and purchasing expenses (for current employees who are transferred), temporary quarters expenses (for current employees who are transferred), an allowance for miscellaneous expenses, and RITA tax forms.

Each of these steps is explained in greater detail below.

Step 1: Complete seven relocation forms

In order to have your relocation travel and moving expenses authorized, you will be asked to complete two sets of forms during the moving process. The first set of forms, which you will receive by Federal Express, includes seven forms:

- **CDC 106** – Transfer Data Sheet.
- **HHS 355** – Agreement to Remain in Government Service. (Form HHS 355a if you are relocating overseas.)
- **CDC 1061** – Employee Withholding Tax Allowance (WTA) Agreement. (See page 18 for more information.)
- **HHS 106** – Information for Authorization of Moving and Related Travel Expenses; Change of Station – Civilian Personnel. (See the box below for information on filling out form HHS 106.)
- **SF 3881** – ACH Traveler Payment Enrollment Form, so that your reimbursement can be deposited directly into your bank account. (CDC is required to make all payments by direct deposit, so you must complete this form in order to be reimbursed.)
- **CDC 0.4013** – Application for Shipment of Household Goods.
- **HHS 531** – Employee Application for Reimbursement of Expenses Incurred upon Sale or Purchase (or both) of Residence upon Change of Official Station.

The packet also will contain a return envelope so that you can send the completed forms back to us. If you have any questions about completing these forms, please contact your CDC Travel Contact.

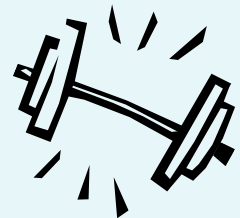
Copies of each of these forms are provided in Appendix B for your review.

How to Estimate the Weight of Your Household Goods (Form HHS 106)

Form HHS 106 asks for an estimate of the weight of your household goods. To make an estimate, **multiply the number of rooms in your house or apartment by 1,500 pounds. Do not include closets or bathrooms.**

For example, if your house has 2 bedrooms, 1 bathroom, a living room, kitchen, and dining room, you would count 5 rooms (all those listed, except the bathroom). Multiply 5 rooms by 1,500 pounds to get an estimate of 7,500 pounds.

CDC will cover shipping of up to 18,000 pounds, but will not cover the shipping costs for any vehicle without prior approval. CDC will cover the cost of shipping your goods from one location to one destination. (Multiple shipments to and from more than one place may be authorized, but you will be responsible for costs that exceed the cost of shipping to and from one location.)





For more details, see Federal Travel Regulation 302-12, Use of Relocation Service Companies, and 302-6, Allowances for Expenses Incurred in Connection with Residence Transactions

Step 2: Make real estate decisions*

Some of the most significant decisions you will face as you move from your old duty station to your new one will involve real estate.

If you are a current Civil Service employee being transferred to and from duty stations within the United States, CDC can help in several ways. (If you are a new CDC employee or are being transferred to attend long-term training, skip ahead to Step 3 on page 9.)

CDC can help current employees by:

- offering optional relocation services
- covering some of the costs associated with buying or selling a home
- covering any penalties you incur if you have to break a lease for your home or apartment
- paying for a house-hunting trip by you (and your spouse) so that you can find housing in your new duty station.

Each of these is discussed below.

Relocation Services*

A relocation company can provide “one-stop shopping” for various aspects of your move. These include purchasing your old house, helping you find a new home to purchase, and helping you market your home for sale.

For example, if you decide to sell your home through the relocation service (instead of on your own or by listing it with a real estate agent), here’s how it would work.

First, the relocation company will arrange to have two independent appraisers assess your home’s current value. The relocation company will offer you an amount of money to purchase your house that will be an average of the two appraisals. You will have 60 days to decide whether or not you want to accept the offer.

The advantage of this service is that you would have a known sale date. The disadvantage may be that you could receive a higher price for your house on the open market. It is up to you to decide whether or not this service is worthwhile for you.

There are no fees to you for home purchasing, home finding, or home marketing assistance services. Additional services that are available for a fee from relocation companies include mortgage financing, rental assistance, and career counseling for a spouse moving with you.

If you are interested in using a relocation service to help you with your move, let your CDC travel specialist know. To review the types of services offered, visit the Cendant Relocation Company’s web page at www.cendantmobility.com.

* This section applies only to current Civil Service employees being transferred to a new post.

Excused Absences and Relocation

At some point during your relocation, you may need to be away from the office during regular working hours to meet movers, receive your household goods, obtain a new driver's license, or close on the sale or purchase of your home. If you anticipate that these types of events will take place during working hours, you may obtain prior approval for an excused absence, instead of using annual leave.

If you are considering this type of service, there are several implications to consider:

- 1) Do not enter into an agreement to sell or purchase a home before signing and dating forms from the relocation service. The timing of when these forms are signed affects whether or not you can be reimbursed.
- 2) If you do use a relocation company, you will not be reimbursed for additional costs related to selling your home (see below).

Please note that if you choose *not* to use relocation services at your old duty station, then you cannot use these services at your new duty station.

Reimbursement for costs of selling and/or buying a home*

When you sell your current home or buy a new one at your new duty station, CDC can help cover the costs you may incur.

The real estate claim form, HHS 531, shows the types of reimbursable expenses that are allowed.

Reimbursable expenses include:

- brokerage fees (commissions paid to brokers or real estate agents for selling your house or listing it)
- advertising (e.g., a newspaper ad to sell your house, if you have chosen not to use a real estate agent or broker)
- specific legal costs (such as title searches, conveyances, notary fees, recording fees)
- other real estate costs such as appraisal fees, certifications, credit reports, escrow agent fees, or transfer taxes.



* This section applies only to current Civil Service employees being transferred to a new post.

Which Relocation Expenses Are Reimbursable?*

See the chart below to determine which relocation expenses are allowable at your old and/or new duty stations.

Type of Expense	Old Station	New Station	Type of Expense	Old Station	New Station
Abstract	Yes	Yes	Intangible tax		Yes
Advertising	Yes	No	Interest on loans	No	No
Application fee (FHA and VA only)	Yes	Yes	Lender's service fees (except as specifically listed)	No	No
Appraisal fee (To determine market value of residence)	Yes	No	Loan discounts (points)	No	No
Appraisal fee (Lender's)	No	Yes	Loan origination fee (not to exceed 1 percent)	No	Yes
Assumption fee (not in addition to origination fee)	No	Yes	Loan transfer fee (in addition to assumption or origination fee)	No	Yes
Attorney's fee	Yes	Yes	Losses due to prices or market conditions	No	No
Broker's commission (New York)	Yes	No	Mortgage insurance	No	No
Commitment fee		No	Mortgage prepayment penalty (See 41 CFR 302-6.2(d)(1)(vii))	Yes	No
Construction charges	No	No	Mortgage title insurance (Lender's coverage) ³	No	Yes ³
Copy fee ¹	No	No	Mortgage title insurance (Owner's coverage) ³	Yes	No ⁴
County property taxes	No	No	Notary fees	Yes	Yes
County stamps	Yes	Yes	Operating and maintenance costs	No	No
Courier fee*	No	No	Pest inspection fee (but no services performed)	Yes	Yes
Cost of litigation	No	No	Pest eradication services	No	No
Cost of services provided at employee's personal request or option	No	No	Property taxes	No	No
Credit report	No	Yes	Post closing fee		No
Discount fee		No	Residential transaction expenses incurred where the related residence sale or purchase does not transpire	No	No
Duplicate expenses (e.g., 2 appraisals, 2 termite inspections, etc.)	No	No	Revenue stamps	Yes	Yes
Escrow agent's fee (not escrow deposits); Settlement fee	Yes	Yes	State stamps	Yes	Yes
Endorsements		No ²	Survey	Yes	Yes
Expenses that are not customarily paid by the party submitting the claim or expenses or amounts exceeding the customary charges in a particular locale	No	No	Tax escrow	No	No
Expenses involved in leases with options to purchase	No	No	Tax service fee	No	No
Expired lease termination (See 41 CFR 302-6.2(h))	Yes	No	Tax search		No
Fax fee ¹	No	No	Title insurance/Title policy (Owner's coverage)	Yes	No
Federal Express fee ¹	No	No	Title insurance binder (instead of title search)	Yes	Yes
Finance charges	No	No	Title insurance option	Yes	Yes
Hazard insurance	No	No	Transfer charges	Yes	Yes
Inspection fees (if customary)	Yes	Yes	Underwriter's fee	Yes	No

Notes:

¹ Your lender must send a letter stating that these expenses are required.

² Might be allowed if you provide a written statement explaining the endorsement cost.

³ Your settlement statement must show which portion of the mortgage title insurance is the lender's and which portion is the owner's. If your mortgage title insurance is lumped together on the settlement statement, provide a written statement to specify which portion is the lender's and which portion is the owner's.

⁴ May be allowed if the mortgage company provides a written statement verifying that owner's coverage is required by law in order to obtain the loan.

* This section applies only to current Civil Service employees being transferred to a new post.

Some points to keep in mind:

- When *selling* your home, you cannot be reimbursed for expenses that exceed 10 percent of the sale price.
- When *buying* a home, you cannot be reimbursed for expenses that exceed 5 percent of the purchase price.
- The expenses for which you seek reimbursement should be *normal, customary expenses* in the area where the home is sold or purchased. (For example, if you are claiming reimbursement for an appraisal fee as a buyer of a home, it must usually be paid by the buyer.)
- Mortgage fees, costs, charges, or expenses are not reimbursable if they are part of the finance charge.

In order to be reimbursed, submit the following:

- your real estate contract
- loan settlement statement
- loan disclosure statement
- paid receipts for any items not included on the loan settlement statement, and
- a completed real estate claim form, HHS 531, with reimbursable selling and buying expenses listed separately. Show the settlement statement line number for all expenses for which you claim reimbursement on form HHS 531. (If the Financial Management Office, FMO, cannot determine where the expenses are coming from, the expenses will be disallowed.)

See the chart on the previous page for guidance on which real estate relocation expenses — at your old and/or new duty station — are reimbursable.

Breaking a Lease

In some situations, you may have to move to your new duty station before your lease is up.

CDC can help by reimbursing you for any expenses you incur because of breaking a lease to report to your new duty station, such as forfeiting your security deposit, paying one month's rent, or the costs of obtaining a sublease. These expenses must be stated in your current lease.

To be reimbursed for lease-breaking expenses, submit the following:

- a copy of the original lease and any addenda
- a copy of a written notice to your landlord that states when you will have to leave and requests itemization of any penalties
- proof that you have paid the expenses you are claiming
- the name, address, telephone number, and federal tax identification number or social security number of your landlord.

Please note that you may be reimbursed for these types of expenses only if your lease was signed before you were notified of your transfer. The lease must be in your name. If the lease is in both your name and someone else's, the reimbursement will be prorated to cover only your share.

*** This section applies only to current Civil Service employees being transferred to a new post.**



For more details, see
Federal Travel Regulation 302-4,
Travel to Seek Residence Quarters

Searching for a New Home: House-hunting Trips

CDC will pay for you (and/or your spouse) to travel to your new duty station and spend up to 10 days searching for permanent housing — whether you rent an apartment or buy a house.

You and your spouse may choose to travel separately at two different times, as long as the cost of your separate trips is the same as or less than if you had traveled together.

Keep in mind that from the government's cost perspective, the purpose of paying for your house-hunting trip is to reduce the need for temporary quarters after you arrive at your new duty station. **If you choose to have the government cover the costs of your house-hunting trip, the full 60 days of temporary quarters expenses will be reduced accordingly.** For example, temporary quarters may be authorized only for the time that you are waiting for your household goods to be delivered. (For more specific information on temporary quarters, see page 14.)

Since a house-hunting trip is intended to reduce the need for temporary quarters, it tends to make the most sense if you are planning to rent a home or apartment at your new duty station. Buying a new home often takes at least 30 to 60 days. Depending on the timing of your move and your real estate transactions, the temporary quarters benefit may be more worthwhile for you and your family than a house-hunting trip.

Step 3: Moving Your Belongings

Once we receive your completed forms, we will issue an official travel order. We also will contact a moving company for you. The moving company will be paid directly by CDC, but a representative will contact you to arrange pickup and delivery times. (You should hear from a moving company representative within 5 days after returning the completed forms to us. If you do not hear from the moving company within 5 days, please contact us.)

The moving company will be responsible for packing your belongings. **Please do not pack any belongings yourself.** If you pack your belongings yourself and they are damaged during the move, then the moving company will not be liable for the damage.

The moving company will pack and move your belongings from **one or more locations** and then deliver them either to your new home or to a storage facility. If your belongings are in more than one location — such as in a self-storage facility, an office, or a second home — you may obtain an estimate from the movers for the additional cost of separate pickups and/or deliveries. However, **the total amount which may be paid or reimbursed by the Government shall not exceed the cost of transporting the property in one lot.**



For more details, see
Federal Travel Regulation 302-8,
Transportation and Temporary Storage
of Household Goods, and 302-9,
Allowances for Nontemporary Storage
of Household Goods



A Note About Storage:

If you choose to have your belongings moved to a storage facility (instead of a home or apartment), CDC will cover the storage costs for up to 90 days. (If you need to keep your belongings in storage for more than 90 days, you will be responsible for the additional cost.)

If your belongings are moved into a storage facility, it is your responsibility to contact the movers directly about transferring your belongings from storage to your new home or apartment. Ideally, you should give the movers at least 2 weeks of lead time when you set a date for receiving your belongings.

When you contact the movers with the date and new location, let them know whether or not you would like your household goods unpacked for you. (If you choose this option, which is covered by CDC, the movers will not only unpack your belongings but also dispose of boxes, wrapping paper, etc. for you.)

Please note that “unpacking” means that the movers will remove items from boxes. However, they will not be responsible for placing items on shelves or in closets, nor will they be responsible for connecting or disconnecting appliances.

Step 4: More Forms

As you get closer to your moving date, you will receive a second set of forms from us. These will include:

- an official **Travel Order** authorizing you to travel from your old duty station to your new duty station
- a blank original **Travel Voucher** (Standard Form 1012), which you will have to complete and sign after your trip in order to be reimbursed
a **sample Travel Voucher** that shows how to record your expenses
- an **expense log** (the back of your travel voucher, Standard Form 1012) to track your expenses while moving from your old location to your new one (*en route* travel)
- a **Transfer Itinerary/En Route Travel** form
- a **Household Goods Carrier Evaluation Report** (GSA Form 3080), to be completed after the mover delivers your household goods to your new location
- **CDC 0.1245, Record of Home Address.**

Keep the forms in a notebook and keep them with you during the trip to keep track of expenses and mileage. Complete and return these forms after you have arrived at your new destination (see Step 7, below).



For more details, see
**Federal Travel Regulation 302-2,
Allowances for Subsistence and
Transportation**

During Your Move

During your move, you should keep track of your expenses with the expense log provided in Step 3, so that you can be reimbursed promptly after you arrive in your new home.

Step 5: Planning Your Trip and *En Route* Expenses

If you are moving between two duty stations in the United States, you will be reimbursed for your *en route* travel expenses up to the maximum per diem allowable (see below), as long as the distance between your old and new duty stations is more than 300 miles.

You also will be reimbursed for mileage if you drive your car from your old duty station to the new one.

As described below, you will be reimbursed for mileage and per diem for yourself and family members if you are a current Civil Service employee being transferred. New CDC employees and current employees moving to attend long-term training may be reimbursed only for their own mileage and per diem.



Setting Aside Important Documents

Before you move, consider setting aside documents you may need during your trip or before your household goods are unpacked:

- tax returns
- pay stubs and W-2 forms
- bank statements
- real estate documents
- car, home, health, and life insurance records
- medical records
- birth certificate or passport
- veterinary records

Mileage

Travelers are expected to use their personally owned vehicles (POV) to travel from the old duty station to the new one. **If other means of transportation are required, it is your responsibility to obtain authorization prior to departure.**

If you drive your car from your old duty station to your new one, you are entitled to **15 cents per mile** for the distance between the two locations.

If you are a **current CDC employee being transferred to a new duty station**, your family members are also entitled to mileage and per diem, whether they travel with you or on their own.

If you travel with additional family members, use this chart to calculate the mileage reimbursements to which you are entitled.

Number of Family Members Traveling in Vehicle	Mileage Rate
One person	15 cents/mile
Two people	17 cents/mile
Three people	19 cents/mile
Four or more people	20 cents/mile

In some cases, you may need to travel to your new duty station in more than one vehicle. For example, this might apply to you if there is not enough room for all of your family members in one car, or if some of your family members must remain behind because of school or other commitments. If this is the case, **you will be reimbursed for mileage on a second POV, but you must request this reimbursement from a Travel Contact ahead of time.**

Per Diem for Meals and Lodging on the Road

For each day of your trip, you will receive **up to \$55 to cover lodging expenses and \$30 to cover meals.** (Please note that this standard federal reimbursement applies regardless of the city or state through which you travel, and cannot exceed these amounts. In addition, for new hires and employees attending long-term training, these reimbursement rates apply only to the CDC employee. Unfortunately, we cannot provide reimbursement for mileage, lodging, or meals for family members traveling with you.)

If you are a current CDC employee being transferred to a new post and your spouse and children over 12 are traveling with you, they will each receive 75 percent of these amounts (\$41.25 for lodging, and \$22.50 for meals). Children under 12 receive 50 percent of these amounts (\$27.50 for lodging and \$15 for meals).

Please note that per diem will not be paid for travel that is completed within 12 hours or less.

En Route Travel Allowances for Lodging and Meals/Incidental Expenses (M&IE)			
	Lodging	M&IE	Total
Employee	\$55.00	\$30.00	\$85.00
Spouse	\$41.25	\$22.50	\$63.75
Child over 12	\$41.25	\$22.50	\$63.75
Child under 12	\$27.50	\$15.00	\$42.50

You will be reimbursed at a rate of **300 miles/day** up to the maximum number of days authorized. (If you need additional days because of an emergency, notify your Travel Contact for information on how to apply for additional reimbursement.)

Please note that travel days include weekends and holidays.

To calculate the number of days for which you will be reimbursed, divide the distance between your old and new locations by 300. CDC will cover up to \$85 (\$55 for lodging and \$30 for meals) for each 300-mile increment. In addition, CDC will cover portions of a day as follows:

- first day of *en route* travel – **75 percent** of per diem
- any 24-hour period of *en route* travel – **100 percent** of per diem
- last day of *en route* travel – **75 percent** of per diem.

See the box (right) for an example. Please keep receipts for lodging, parking fees, and any tolls you have to pay during your trip. (It is not necessary to submit receipts for meals.)



Calculating *En Route* Travel: An Example

How would you calculate your *en route* travel expenses if you were traveling from Atlanta, Georgia to Houston, Texas?

First, divide the distance between the two cities by 300 to calculate the number of days.

The distance between Atlanta and Houston is **789 miles**. Dividing 789 by 300 yields 2 full days ($2 \times 300 = 600$), plus 189 miles left over.

Using the miles and per diem allowance chart (left), you can see that 189 miles entitles you to another 3/4 day of lodging and meal expenses.

If you were traveling by yourself, your *en route* travel reimbursement would be:

2 full days (600 miles) @ \$85/day = **\$170**
1 partial day (189 miles, or 3/4 day); $\$85 \times .75 =$ **\$63.75**
Total reimbursement: \$170 + \$63.75 = \$233.75

If you were a current CDC employee traveling with other family members to a new post, you would add 75% of this amount for your spouse and any children over 12, and 50% of this amount for any children under 12.



For more details, see
**Federal Travel Regulation 302-5,
Subsistence While Occupying
Temporary Quarters**

Step 6: Arranging Temporary Quarters*

When you leave your old duty station and report to your new one, you are likely to experience some days or weeks when you will need temporary quarters. This might occur, for example, if you arrive at your new duty station before a real estate closing or before your household goods arrive.

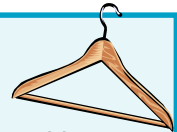
CDC will pay for temporary quarters for you and your immediate family for up to 60 days. (In addition to your spouse and children, your immediate family can include dependent parents or grandparents who live with you.) In order to be reimbursed for temporary quarters expenses, you must receive pre-authorization in writing.

If your new housing is not available within 30 to 60 days, you may apply for an extension of temporary quarters. Extensions are only granted in certain rare situations in which the CDC Center, Institute, or Office (CIO) Director determines that there are compelling reasons for an extension. **To obtain an extension, submit a written request to the travel office.**

When “Temporary Quarters” Eligibility Starts and Ends

The clock for temporary quarters can start ticking as soon as your *en route* travel ends. For example, if your *en route* travel ends when you arrive at your new duty station at noon, the temporary quarters expenses can be reimbursed starting that afternoon (which would be the next quarter of the calendar day).

Laundry and Dry Cleaning



You may submit receipts for reasonable expenses for dry cleaning or laundry services while you are staying in temporary quarters in the United States. (Reimbursement rates are for actual expenses up to \$5/night for the first 30 days, \$3/night for days 31 - 90, and \$2/night for days beyond 90.)

Temporary quarters eligibility ends when your household goods are delivered to your new residence, when you move into your residence, or on your closing date — whichever comes first.

You and your family can claim temporary quarters at your old and new duty stations at the same time. However, these claims must be for the same 30-day period. (This situation could occur, for example, if you had to move out of your house at your old duty station, but your new home was not yet available. In this situation, your family might have to move into temporary quarters at your old duty station, while you lived in temporary quarters at your new duty station.)

What Counts as Temporary Quarters

You can stay in an extended-stay hotel, rent a furnished or unfurnished apartment on a month-to-month basis, or stay with relatives or friends.

In all of these situations, you must submit receipts that show the period of time you occupied the hotel or apartment. If you are renting or subleasing an apartment, provide a copy of the lease agreement, if provided by your landlord.

* This section applies only to current Civil Service employees being transferred to a new post.

If you stay with a relative or friend, you can be reimbursed for the increased cost of utilities, meal, or other work, but you will have to provide proof of the increased costs. Friends or relatives can only be reimbursed if this information is itemized. The costs must be reasonable; they should not be based on a comparison of what it would cost to rent a separate home or apartment.

Reimbursement Rates and Procedures

There are two ways to be reimbursed for temporary quarters expenses: Fixed Amount Reimbursement and Actual Temporary Quarters Subsistence Expense (TQSE).

In **Fixed Amount Reimbursement**, the employee is paid .75 of the maximum per diem rate for the new

official duty station for up to 30 days. No receipts are required, but no extensions are permitted beyond 30 days. In this method, dependents are reimbursed at .25 of the local per diem rate.

Actual Temporary Quarters Subsistence Expense (TQSE) reimburses employees for actual costs, as long as they are reasonable, and for a longer period of time. The chart below shows *maximum* allowable expenditures for temporary quarters during the first and second 30-day periods. (The second 30-day period will be reimbursed at 3/4 of the daily rates for the first 30-day period.)

Please note that if a third 30-day period is approved, it will be reimbursed at the same rate as the second 30-day period.

Maximum Allowable Expenditures for Temporary Quarters			
First 30-day Period	Lodging	Meals	Total
Employee (or unaccompanied spouse in a separate location)	\$55.00	\$30.00	\$85.00/day
Spouse, when accompanying employee (2/3 the employee rate)	\$41.25	\$22.50	\$63.75/day
Each dependent 12 years of age or older	\$41.25	\$22.50	\$63.75/day
Each dependent under age 12 (1/2 the employee rate)	\$27.50	\$15.00	\$42.50/day
Second 30-day Period	Lodging	Meals	Total
Employee or unaccompanied spouse	\$41.25	\$22.50	\$63.75/day
Spouse when accompanying employee	\$27.50	\$15.00	\$42.50/day
Dependents 12 and over	\$27.50	\$15.00	\$42.50/day
Dependents under 12	\$22.00	\$12.00	\$34.00/day



For more details, see
**Federal Travel Regulation 302-3,
Allowance for Miscellaneous
Expenses**

When you submit your claim for reimbursement, you must request reimbursement for actual expenditures (not the maximum). If your actual expenses exceed the maximum, you will only be reimbursed up to the maximum amount. Keep track of your temporary quarters lodging and meal expenses on the expense log provided on CDC Form 0.994, “Record of Subsistence Expenses for Temporary Quarters.” Be sure to provide receipts for lodging and for dry cleaning and laundry services.

Submit this form, along with copies of receipts for lodging and dry cleaning/laundry services, as supporting documentation for any amounts claimed on your “Schedule of Expenses and Amounts Claimed” (Standard Form 1012).

We recommend that you submit expense claims separately for *en route* travel expenses, for each separate 30-day period of temporary quarters expenses, and for real estate expenses (see Step 7).

You may receive an advance of 80 percent of the allowable lodging expenses for each 30-day period and 100 percent of the meals and incidental expenses. The second 30-day advance is limited to 80 percent of allowable lodging for 15 days, and 100 percent of the meals and incidental expenses. To obtain an advance, fax or mail a written request to the travel office along with Standard Form 1038 (Advance of Funds Application and Account) at least 10 days before the 30-day period starts. The funds will be deposited directly into the bank account you have designated.

Miscellaneous Expenses Allowance*

If you are a current CDC employee being transferred to another post, you are entitled to a miscellaneous expenses allowance — regardless of whether or not you choose to use temporary quarters during your move. The allowance covers the costs of moving-related expenses such as paying deposits for utilities in your new home.

Miscellaneous expenses are \$350 for an employee with no immediate family, or \$700 for an employee with immediate family. (If your family travels separately, you will receive \$350 for yourself and the remaining \$350 when your family arrives.) Claim this allowance at the same time you claim *en route* travel reimbursement (on the same form). There is no need to list itemized expenses (such as specific costs for utilities, etc.).

If you are a current CDC employee relocating to attend long-term training, you also are entitled to the miscellaneous expenses allowance. However, you may only claim the \$350 allowance for yourself (not the \$700 allowance for families.)

Unfortunately, this allowance applies only to current Civil Service employees, and not to new CDC employees.

* This section applies only to current Civil Service employees.

After Your Move

After you arrive at your new destination, submit your receipts and vouchers as soon as possible, so that you can be reimbursed quickly.

Step 7: Submit Expense Forms for Reimbursement

En Route Travel Expenses

Complete the travel voucher, sign it, and mail it to us with original receipts. When you do so, please let us know how we can reach you during the day. We will check to be sure the travel voucher has been completed correctly, and will contact you immediately if we see anything that needs to be corrected before the forms are submitted for payment.

Be sure to attach your original receipts for all lodging (regardless of the amount), parking, tolls, and any expenses greater than \$75 to your voucher. It is helpful to have these glued or taped to an 8-1/2" x 11" sheet of paper.

You should expect to receive your reimbursement within 4 to 5 weeks. The reimbursement will be deposited directly into the bank account you specified on your ACH form (Step 1).

Miscellaneous Expenses Allowance*

You may claim \$350 for yourself or \$700 for yourself and your family to cover miscellaneous moving expenses, such as deposits for utilities. No receipts are necessary. Claim this amount along with your *en route* travel expenses.

Real Estate Selling and Purchasing Expenses**

If you have sold and/or purchased a new home, submit Form HHS 531, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station. (For more information on reimbursable real estate costs, see Step 2.)

Temporary Quarters Expenses**

As noted in Step 6, you should submit separate requests for reimbursement for each 30-day period of temporary quarters. If necessary, you may receive an advance of up to 80 percent of these expenses by requesting an advance from your Travel Contact.

* Current Civil Service employees only.

** Current CDC Civil Service employees being transferred to a new post only (not current employees relocating for long-term training).



For more details, see
**Federal Travel Regulation 302-11,
Relocation Income Tax (RIT)
Allowance**

Household Goods Carrier Evaluation Form

The Household Goods Carrier Evaluation Form is your opportunity to rate the service you received from the moving company. We take your responses seriously and use this form as the basis for deciding whether or not to continue to give CDC's business to a particular company.

Please note that the carrier evaluation form is *not* an official complaint about damages to your belongings. If you feel that the movers damaged your belongings during the move, your first step should be to contact the movers directly. If you feel they are not being responsive, contact your CDC Travel Contact for further assistance.

Relocation Income Tax Allowance (RITA) Forms*

When you are reimbursed by CDC for your travel expenses, the IRS considers the reimbursement to be taxable income. Because of this, the reimbursement amount will be reported on your W-2 forms as income.

To cover these additional taxes, CDC will reimburse you for the Federal, state, and local taxes you incur because of your reimbursement for change-of-station travel expenses.

CDC will estimate the amount of the reimbursement for taxes and add it to your reimbursement check. This partial payment is called a Withholding Tax Allowance (WTA). The WTA is reflected on the W-2 issued by CDC at the end of the calendar year in which you received your reimbursement.

* Applies to current Civil Service employees only.

The Relocation Income Tax Allowance (RITA) makes up the difference, if any, between the WTA and the actual taxes you paid. Please note that excess RITA is considered to be a debt due the government, and the employee is required to repay any excess amount.

You will receive a **RITA package** from CDC's FMO containing several forms that must be completed in order for your additional tax liability to be reimbursed by CDC.

Complete the forms and return them to your Travel Contact (not to FMO). The Travel Contact will forward them to FMO for you.

Standard Form 1012-A

Complete items #1-7, sign and date item #13, and type or print "RITA" in the space for item #12.

Please do not calculate any amounts on this form. FMO staff will complete the calculations for you.

The CDC Travel Contact will sign and date item #14.

Supporting Statement for Relocation Income Tax (RIT) Allowance form

Complete the entire form for yourself (if single) or for yourself and your spouse (if you are married and file joint tax returns). The income reported on the supporting statement should be the same as the amount on your W-2.

Return the supporting statement to your CDC Travel Contact, who will forward it to FMO for processing.

Relocation Checklist for CDC Employees Transferred to a New Post



1. Complete the following forms:

- ☐ **CDC 106** – Transfer Data Sheet
- ☐ **HHS 355** – Agreement to Remain in Government Service
- ☐ **CDC 1061** – Employee Withholding Tax Allowance (WTA) Agreement
- ☐ **HHS 106** – Information for Authorization of Moving and Related Travel Expenses; Change of Station – Civilian Personnel
- ☐ **SF 3881** – ACH Traveler Payment Enrollment Form
- ☐ **CDC 0.4013** – Application for Shipment of Household Goods
- ☐ **HHS 531** – Costs Incurred and Paid in Selling Residence at Old Official Station or Purchasing Residence at New Official Station Location (or both)



2. Set moving dates and locations with movers

We will make the initial contact with the movers, and then they will contact you.

3. Receive the following forms:

- an official Travel Order
- an expense log
- a Transfer Itinerary/En Route Travel form
- a Household Goods Carrier Evaluation Report
- a blank original Travel Voucher
- a sample Travel Voucher
- a RITA package (from FMO) in January of the year following your move
- CDC 0.1245 – Record of Home Address



4. Plan your trip

- ☐ Arrange temporary quarters.

5. Submit signed and completed forms for reimbursement

- ☐ *En route* travel and miscellaneous expenses
- ☐ Temporary quarters reimbursement forms for each 30-day period of temporary quarters (if applicable)
- ☐ Real estate reimbursement forms (if applicable)
- ☐ Household Goods Carrier Evaluation Report
- ☐ RITA forms



Relocation Checklist for New CDC Employees

1. Complete the following forms:



- ☐ **CDC 106** – Transfer Data Sheet
- ☐ **HHS 355** – Agreement to Remain in Government Service
- ☐ **CDC 1061** – Employee Withholding Tax Allowance (WTA) Agreement
- ☐ **HHS 106** – Information for Authorization of Moving and Related Travel Expenses; Change of Station – Civilian Personnel
- ☐ **SF 3881** – ACH Traveler Payment Enrollment Form
- ☐ **CDC 0.4013** – Application for Shipment of Household Goods



2. Set moving dates and locations with movers

We will make the initial contact with the movers, and then they will contact you.

3. Receive the following forms:

- an official Travel Order
- an expense log
- a Transfer Itinerary/En Route Travel form
- a Household Goods Carrier Evaluation Report
- a blank original Travel Voucher
- a sample Travel Voucher
- a RITA package (from FMO) in January of the year following your move
- CDC 0.1245 – Record of Home Address



4. Plan your trip

- ☐ Calculate the number of reimbursable days by dividing your mileage by 300.



5. Submit signed and completed forms for reimbursement

- ☐ Travel voucher for expense reimbursement
- ☐ Household Goods Carrier Evaluation Report
- ☐ RITA forms

Relocation Checklist for CDC Employees Attending Long-term Training

1. Complete the following forms:



- ☐ **CDC 106** – Transfer Data Sheet
- ☐ **HHS 355** – Agreement to Remain in Government Service
- ☐ **CDC 1061** – Employee Withholding Tax Allowance (WTA) Agreement
- ☐ **HHS 106** – Information for Authorization of Moving and Related Travel Expenses; Change of Station – Civilian Personnel
- ☐ **SF 3881** – ACH Traveler Payment Enrollment Form
- ☐ **CDC 0.4013** – Application for Shipment of Household Goods

2. Set moving dates and locations with movers



We will make the initial contact with the movers, and then they will contact you.

3. Receive the following forms:

- an official Travel Order
- an expense log
- a Transfer Itinerary/En Route Travel form
- a Household Goods Carrier Evaluation Report
- a blank original Travel Voucher
- a sample Travel Voucher
- a RITA package (from FMO)
- CDC 0.1245 – Record of Home Address

4. Plan your trip



- ☐ Calculate the number of reimbursable days by dividing your mileage by 300.

5. Submit signed and completed forms for reimbursement

- ☐ *En route* travel and miscellaneous expenses
- ☐ Household Goods Carrier Evaluation Report
- ☐ RITA forms



Appendix A: International Transfers



How CDC Will Help

If you transferred to, from, or between duty stations that are outside the United States, you generally are entitled to the same allowances and support as current employees relocating within the United States. (See the chart below for a summary.)

The factors that affect your allowances include whether you will be moving into furnished or unfurnished quarters, whether you are traveling with

your family, and whether your overseas post has been designated a “consumables post.” (A “consumables post” is one in which it is extremely difficult to obtain food and personal supplies locally.)

Like the other sections of this manual, this appendix summarizes the steps and allowances for employees transferred overseas.

Benefit	Movement Situation			
	First Official Station (New Hire) -- Travel to Overseas Official Station	PCS from Overseas to Continental US (Current Employee)	PCS from Continental US to Overseas (Current Employee)	PCS between Overseas Official Duty Stations (Current Employee)
Transportation of Employee and Dependents	Yes Advance for mileage only	Yes Advance for mileage only	Yes Advance for mileage only	Yes Advance for mileage only
Per Diem for Employee	Yes Advance	Yes Advance	Yes Advance	Yes Advance
Per Diem for Dependents	No	Yes ¹ Advance	Yes ¹ Advance	Yes ¹ Advance
House Hunting Per Diem and Transportation	No	No	No	No
Temporary Quarters Subsistence Expenses	No	Yes ¹ Advance	No ² Advance	No ² Advance
Miscellaneous Expense Allowance	No	Yes ¹ No Advance	Yes ¹ No Advance	Yes ¹ No Advance
Sell and Buy Residence or Lease Termination	No	No ³ No Advance	No ³ No Advance	No ³ No Advance
Movement of Household Effects and Temporary Storage	Yes Advance ⁴	Yes Advance ⁴	Yes Advance ⁴	Yes Advance ⁴
Non-temporary Storage of Household Effects	Yes ⁶	See footnotes 5 and 6.	Yes ⁶	Yes ⁶

¹ May not be applicable in connection with assignments primarily for training purposes.

² Allowed when new official station is located in the U.S., Puerto Rico, territories, and Canal Zone.

³ Allowed when old and new official stations are located in the U.S., Puerto Rico, territories, and Canal Zone.

⁴ Advance allowed if not shipped under a Government Bill of Lading.

⁵ Allowed only when assignment is to designated isolated duty station in continental U.S.

⁶ Nontemporary storage is arranged by the government.

Forms

If you are transferred to, from, or between duty stations that are outside the United States, you will be asked to complete a slightly different set of forms than those described for domestic transfers. These include:

- **HHS 355A** — Employee Agreement for Transfers and Appointments Overseas (Please sign and return this form immediately after receiving it.)
- **CDC 4013** — Application for Shipment of Household Goods
- **PHS 4795** — Motor Vehicle Shipment Application
- **CDC 0.1061** — Employee Withholding Tax Allowance Agreement (Please sign and return within 5 days of receiving this form.)
- **SF 1038** — Advance Funds Application, if needed.

Travel Arrangements

A travel order will be issued as soon as your transfer has been processed by the CDC Personnel Office. This usually takes about 2 weeks, once your completed forms are received by the Travel Office.

Once your travel order has been issued, contact the Travel Management Center (TMC), SATO, or Omega, the government travel agency, for reservations and tickets. The tickets will be prepaid and issued as soon as your travel order is official. When asked for a Point of Contact (POC), you may give the travel agency staff the name and number of your CDC Travel Contact.

Please note that as of January 1, 2001, employees are required to use the Travel Management Center services and should not make their own travel arrangements.

International airline tickets must be picked up in person at the SATO Travel Agency office in Atlanta. If you are not in Atlanta, your Travel Contact can pick up the tickets for you and mail them to you. If this service is required, please allow several extra days for pick-up and mailing.

Getting Ready to Leave: Passports, Visas, and Medical Exams

As soon as you know your approximate travel dates, make sure that you and your family have valid passports, visas, and current vaccinations.

Passports

Getting a new passport can take up to 6 to 8 weeks. If you will be needing a new passport before your trip, don't leave this task for the last minute!

New Passports: If you have never had a passport before, or if your last passport was issued more than 12 years ago, you may apply for a new passport through CDC's Global Health Office.

To complete this process, you will need the following:

- a completed form DSP 11, Application for Passport. Complete the form but **do not sign it**. You will be asked to sign it in the presence of a staff member as part of the swearing in process.
- two 2x2 passport photos. (These may be obtained from the Global Health Office, if necessary.)
- a certified birth certificate, showing an official seal.

To make an appointment for submitting your application and passport photos, contact Donna Hiatt (770-488-1167) in the Global Health Office.

Expired Passports: If your passport was issued within the last 12 years but has expired, complete and sign form DSP 82, Application for Passport by Mail, and submit it with your expired passport and two 2x2 passport photos.

Diplomatic Passports: If you will be assigned to your overseas post for a year or longer, you may request a diplomatic passport. To do so, provide the following:

- completed and signed form DSP 82
- your most recent passport
- a marriage certificate or court order if your name has been changed from the one shown on your most recent passport
- two recent (within the last 6 months) identical photos taken against a light, plain background.

Passport Information and Forms

All of the passport forms mentioned in this section, along with other useful information, can be obtained from the State Department's web site:

http://www.travel.state.gov/get_forms.html

Visas

Each country has different visa requirements. To find out about the specific requirements to enter the country to which you are moving, contact the Administrative Office for your Program Office.

Medical Examinations

Your Program Office will forward information about your overseas transfer to CDC's Personnel Office, which will send you form DSL 820, Authorization for Medical Examination. (If you do not receive this form, contact your Program Office.)

The DSL 820 form will provide all the information you need regarding medical examinations and/or vaccinations you may need before your trip.

If you live in the Atlanta area, CDC's Occupational Health Office can provide exams and vaccinations. Please contact the Occupational Health Office (404-639-3385) to schedule an appointment. Note that an appointment may not be available for up to 6 weeks, and that the exam and vaccinations may require two separate appointments.

The Occupational Health Office recommends that children under 12 receive their medical exams and vaccinations from their pediatricians.

If you do not live in the Atlanta area, you may obtain your exam and vaccinations from your physician and/or a health department clinic. Form DSL 820 provides information on how to claim reimbursement for these expenses. Please note that the CDC Travel Office is not responsible for submitting the DSL 820 form for you.

Per Diem Rate

During your move to your overseas duty station, you are entitled to meal and lodging reimbursement according to the per diem rate for the cities and countries through which you travel.

Shipping and Storage of Your Household Goods

With Furnished Housing

In some cases, the State Department/Embassy provides furnished housing for CDC employees. If this is the case, you are entitled to ship 7,200 pounds of your belongings to your new post. Shipping usually takes between 6 and 8 weeks.

Since you will have furnished housing, you will not be entitled to any temporary quarters allowance.

You also are entitled to non-temporary storage of the household goods that you will be leaving behind. If you choose this option, let your Travel Contact know as soon as possible how much (in pounds) you expect to store and how long you anticipate needing storage for your household goods.

Without Furnished Housing

If you will not be assigned to furnished housing, you may ship 18,000 pounds of household goods overseas (regardless of whether or not any family members travel with you).

Air Freight

You may send some household goods by air freight so that they will arrive sooner than your shipped household goods. The air freight maximum allowances are:

- 250 pounds of air freight for employees
- 200 pounds for the employee's spouse
- 150 pounds for the first child
- 100 pounds for each additional child.

Consumables

Some countries are designated as a “consumables post” — a post in which it is extremely difficult for employees and their families to obtain food and personal supplies locally.

In these situations, employees who are transferred overseas for a 2-year period may send an additional 2,500 pounds of consumables by air freight. Employees transferred for 3-year periods may send 3,750 pounds. Please note that shipments of consumables may *not* include any perishable or frozen foods.

Vehicles

You may ship your Privately Owned Vehicle (POV) overseas, but this will only be authorized in special circumstances. For example, the vehicle must be used primarily for your work, contribute to your effectiveness on the job, and be suitable for local conditions. The cost of shipping it must not be excessive, considering the length of your tour of duty overseas. Finally, the car in most cases must be of U.S. manufacture.

If you plan to ship your vehicle overseas, be sure to obtain prior approval and then let your Travel Contact know the vehicle's year, make, and model on form CDC 4013, Application for Shipment of Household Goods.

Please note that although your vehicle itself does not count as part of your weight allowance, any spare parts, tires, or other vehicle accessories do count as part of your weight allowance.

Appendix B:

Copies of Forms

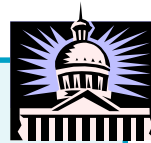
Relocation forms can be found at the back of this guide.

Appendix C:

Excerpts from

Federal Regulations

For the full text of Federal Travel Regulations, go to
<http://www.policyworks.gov/fttr>



In case you need additional details on the regulations summarized in this guide, this appendix includes copies of relevant Federal travel regulations excerpted from Chapter 302, Relocation Allowances:

- **302-1** Applicability, General Rules, and Eligibility Conditions
- **302-2** Allowances for Subsistence and Transportation
- **302-3** Allowance for Miscellaneous Expenses
- **302-4** Travel to Seek Residence Quarters
- **302-5** Subsistence While Occupying Temporary Quarters
- **302-6** Allowance for Expenses Incurred in Connection with Residence Transactions
- **302-7** Transportation of Mobile Homes
- **302-8** Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment
- **302-9** Allowances for Nontemporary Storage of Household Goods
- **302-10** Allowances for Transportation and Emergency Storage of Privately Owned Vehicles
- **302-11** Relocation Income Tax (RIT) Allowance
- **302-12** Use of Relocation Service Companies